

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

TOWN HALL SECURITY

Regulation No:

1.3

Effective Date:

March 14, 1994

Supersedes:

I. PURPOSE

The purpose of this regulation is to establish the Town's policy on Town Hall security.

II. TOWN HALL SECURITY

A. All doors leading into Town Hall shall be locked at 4:30 pm and opened at 8:00 am, Monday through Friday, with the exception of regular or special meetings of the Town Council, or Boards or Commissions.

B. At the end of each workday, all doors leading into public hallways and all outside windows shall be closed and locked.

1. It shall be the responsibility of the receptionist to lock and unlock the front and rear main entrances each day.

2. It shall be the responsibility of the night maintenance crew to verify that all exterior doors are locked and all windows are closed and locked each evening.

3. On nights when the Town Hall is opened for public meetings, it is the responsibility of the most senior staff member in attendance to unlock and relock all necessary doors and entrances.

C. The Police Department shall, each night between the hours of 1:00 am and 2:00 am, check all exterior and interior doors to ensure their proper security.

III. APPLICABLE DOCUMENTS

None

Signature of Town Manager:

Date:



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